

**CITY OF ATLANTA
INVITATION TO BID**

Sealed Bids for **FC-3006007904, English Park Recreation Center Interior Renovation (BID)**, will be received by the Chief Procurement Officer or designated staff of the Department of Procurement (“DOP”), Suite 1790, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303, which must be time stamped **no later than 1:59 P.M., Wednesday, February 22,, 2006.**

****ABSOLUTELY NO BIDS WILL BE ACCEPTED AFTER 1:59 P.M.****

This project is an eligible bidder project as defined in § 2-1443 of the Atlanta City Code of Ordinances and no Bids shall be accepted unless the bid is submitted by an eligible bidder as approved by the Office of Contract Compliance.

The names of bidders submitting bids will be opened and read publicly at 2:00 p.m., in the Bid Conference Room of DOP, Suite 1900, at the above address.

SCOPE OF WORK: The City of Atlanta (the “City”) is soliciting bids from qualified Contractors to provide general interior improvements for the building to include all new finishes and flooring. In addition, the broken windows will be replaced and restrooms will need to be updated.

A Pre-Bid Conference will be held on **Tuesday, February 7, 2006, at 11:00 a.m.**, in the Conference Room of DOP. The purpose of the Pre-Bid Conference is to provide the bidders with information regarding the project and to address any questions and concerns. There will be City representatives from the Department of Finance to address the technical requirements, DOP to address questions about the procurement process, the Office of Contract Compliance to address the Equal Business Opportunity and Equal Employment Opportunity Requirements, and the Office of Risk Management to address any bonding/insurance requirements. Bidders are urged to attend the Pre-Bid Conference to obtain general information regarding the solicitation document.

General instructions, plans and/or specifications for submitting bid packages for this project will be available for review/purchase at a cost of **\$25.00** as of **Monday, January 23, 2006**, between the hours of 8:15 a.m. - 5:00 p.m., in the DOP’s Plan Room, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303. Payment for the documents represents production costs and therefore is non-refundable.

Please be advised that all responses to this bid are subject to the Georgia Open Records Act, which permits any citizen of this state to inspect and/or copy any document prepared and maintained or received in the course of the operation of a public office or agency. Should you elect to submit a bid and it becomes the subject of a Georgia Open Records Act request, you will be asked by the City to identify all financial, privileged, confidential, and proprietary information that is included in your bid package.

If you have any questions regarding this project, please contact Ms. Mimie L. Woods, Contracting Officer, at (404) 330-6271, or by e-mail at MWoods@AtlantaGa.Gov. Any questions regarding the procedure for purchasing a copy of the document, or obtaining a copy of the plan holders list, should be directed to the Plan Room at (404) 330-6069.

If you have any questions regarding the Eligible Bidder Program, please direct them to the Office of Contract Compliance at (404) 330-6010.

The City reserves the absolute right to reject any and all bids and to waive any technicalities.

***** The Bid Document cannot be downloaded. The Bid Document must be purchased in the Department of Procurement’s Plan Room. *****